



EDUCATION VOCATIONAL-TECHNICAL EDUCATION PROGRAMS, SUPERVISOR II

Characteristics of Work

This is professional educational and administrative work in directing a specialized phase of a statewide vocational-technical education program. Incumbents are responsible for planning, supervising and coordinating various specialized vocational-technical education programs carried on by the State Department of Education in cooperation with the local school system Junior Colleges and the federal government. The work is performed under the general supervision of an Assistant Director, Education Programs, or a higher classification.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Works with boards of education and school administrators in planning the physical facilities for the efficient operation of an effective vocational-technical instructional program.

Reviews and approves the reports of the Supervisor I.

Prepares bulletins and reports containing information concerning each of the areas of the vocational education programs for distribution to school administrators, boards of education, and the general public.

Obtains information concerning vocational education schools and classes essential in developing programs and in preparing annual reports to the U.S. Office of Education and to the State Board of Education.

Reviews and approves the qualifications of candidates for teaching positions in the respective fields of vocational education.

Prepares annually a program of work.

Approves space, equipment, and courses of study at local schools with reference to the standards set for reimbursement.

Assists in evaluating the results of the instructional programs in vocational education.

Plans and conducts workshops and in-service educational training to improve services.

Travels frequently and provides own transportation.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Plans and organizes specialized phases of the statewide vocational-technical program.
2. Provides supervision to local directors and Supervisor I in order to ensure compliance with the policies and procedures of the State Board of Education.
3. Obtains and distributes information as necessary.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at more than 20 inches but less than 20 feet.

Depth Perception: Three-dimensional vision. Ability to judge distance and spatial relationships so as to see objects where and as they actually are.

Accommodation: Adjustment of lens of eye to bring an object into sharp focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to walk; and stand.

Speaking/Hearing: Ability to give and receive detailed information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in an area assigned by the agency.

AND

Experience:

Four (4) years of experience related to the above described duties.

OR

Certification:

A Class "A" Certification from the Mississippi Department of Education in an area assigned by the agency.

AND

Experience:

Four (4) years experience related to the above described duties.

Documentation Required:

Copy of current Mississippi "A" teaching certificate must be submitted with the Experience and Training Record, where applicable.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.